



**STATE OF TENNESSEE
DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
FROST BUILDING
161 ROSA L. PARKS BOULEVARD
NASHVILLE, TENNESSEE 37243**

**AMENDED
NOTICE OF POTENTIAL FUNDING OPPORTUNITIES**

August 22, 2013

Service Providers:

This is to inform you that the State of Tennessee is issuing a Notice of Potential Funding Opportunities to which your business organization may be interested in responding with an application.

The following provides some information about the grant opportunity.

Brief Statement of Scope	The State of Tennessee, Department of Intellectual and Developmental Disabilities intends to award grants for participation in the Department's Employment First initiative to up to five (5) Grantees for the purpose of increasing the number of people with disabilities that obtain employment.
Application Deadline	September 6, 2013
Contract Coordinator	Debra Dunn, Director of Contract Services Department of Intellectual and Developmental Disabilities Frost Building, 2 nd Floor 161 Rosa L. Parks Boulevard Nashville, Tennessee 37243 phone - 615-253-6812 fax - 615-253-6713 debra.dunn@tn.gov

We appreciate your interest in doing business with the state of Tennessee and hope that you will consider responding to this and future potential funding opportunities.

**STATE OF TENNESSEE
DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
NOTICE OF POTENTIAL FUNDING OPPORTUNITIES
FOR
EMPLOYMENT FIRST INITIATIVE**

I. STATEMENT OF INTENT:

The State of Tennessee, Department of Intellectual and Developmental Disabilities (DIDD) intends to award grants for the participation in the DIDD's Employment First initiative to up to five (5) program participants for the purpose of increasing the number of people with disabilities that obtain employment.

BACKGROUND

The DIDD applied for a grant through the U. S. Department of Labor (Grantor) for participation in the Employment First Leadership State Mentor Program. The U. S. Department of Labor awarded grant to three (3) states, Iowa, Oregon, and Tennessee. These states are funded as Protégé states to become the nation's leaders in developing and implementing strategies for increasing employment for individuals with intellectual disabilities.

II. GENERAL INSTRUCTIONS:

A. Submission of Grant Application:

1. One (1) original paper document and (3) copies of the grant proposal each in the form of one (1) digital document in "PDF" format properly recorded on its own otherwise blank, standard CD-R recordable disc shall be submitted to the following address:

Debra Dunn, Director of Contract Services
Department of Intellectual and Developmental Disabilities
Frost Building, 2nd Floor
161 Rosa L. Parks Boulevard
Nashville, Tennessee 37243
Telephone Number (615) 253-6812
Fax Number (615) 253-6713
debra.dunn@tn.gov

2. The grant application shall be received at the above listed addresses no later than 4:00 p.m. (Central Standard Time), **September 6, 2013.**

B. Schedule for Grant Application, Evaluation, and Award:

Event	Date
1 Department issues notice of funding availability.	August 16, 2013
2 Written "Questions and Comments" Deadline	August 22, 2013
3 State Response to Written "Questions and Comments"	August 26, 2013
4 Deadline for Grant Applications to be submitted to DIDD.	September 6, 2013
5 DIDD completes evaluations of Grant Applications	September 12, 2013

Event	Date
6 Evaluation Notices are released	September 13, 2013
7 Effective date of Grant Contract.	October 1, 2013

Note: DIDD reserves the right to adjust this schedule as it deems necessary, at its sole discretion.

C. Funding Notice Communications:

All communications in reference to this Notice shall be directed to the following person and applicants must ensure that the State receives all written comments, including questions and requests for clarification, no later than the Written "Questions and Comments" deadline detailed in Section B. of this Notice, Schedule for Grant Application, Evaluation, and Award:

Debra Dunn, Director of Contract Services
Department of Intellectual and Developmental Disabilities
Frost Building, 2nd Floor
161 Rosa L. Parks Boulevard
Nashville, Tennessee 37243
Telephone Number (615) 253-6812
Fax Number (615) 253-6713
debra.dunn@tn.gov

D. Grant Duration:

DIDD intends to enter into grant contracts for a period of six (6) months, with an expected effective period of October 1, 2013 through March 31, 2014.

E. Funds Available:

Maximum amount of Ten Thousand Dollars (\$10,000.00) may be awarded per Grantee.

F. General Summary:

The Grantee shall:

- a. become an Employment Network;
- b. either be or become accredited from a qualified accreditor; and
- c. select individuals to attend 5 days of training.

III. **DELIVERABLES:**

Target Indicators	Grant Amount
<u>Employment Network (EN):</u> <p>The Grantee shall provide documentation that they have become an EN and have been granted access to the MAXIMUS database.</p>	\$4,000.00
<u>Employment Certification:</u> <p>The Grantee shall provide documentation that they have become accredited since commencement of the Grant Contract from a qualified accreditor such as the Commission on Accreditation of Rehabilitation Facilities (CARF) or the Association of People Supporting Employment First (APSE), or comparable accrediting agency approved by DIDD.</p> <p style="text-align: center;"><u>OR</u></p> <p>The Grantee shall provide documentation that they are accredited prior to commencement of the Grant Contract from a qualified accreditor such as CARF or APSE, or comparable accrediting agency approved by DIDD.</p>	<p style="text-align: center;"><u>OR</u></p> <p>\$1,500.00</p>
<u>Benefits Counseling-Certified Work Incentives Counseling (CWIC):</u> <p>The Grantee shall select a minimum of three (3) and a maximum of five (5) representatives to attend five days of training (eight (8) hours per day) during the term of this grant contract. Upon completion of the training (of which a score of 80% or higher is required), the training participants will complete assignments and assessments via Blackboard for one (1) month. The Grantee shall provide documentation to DIDD that certification is complete.</p>	\$3,000.00

IV. **SUBJECT TO FUNDS AVAILABILITY:**

The award of a grant contract under this Grant Application is subject to the appropriation and availability of State and/or Federal funds.

**DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
EMPLOYMENT FIRST INITIATIVE
PROGRAM APPLICATION**

AGENCY NAME: _____

AGENCY ADDRESS: _____

STREET

CITY

ZIP CODE

DIRECTOR: _____

APPLICATION PREPARED BY: _____

POSITION OF PREPARER: _____

PHONE NUMBER OF PREPARER: _____

E-MAIL ADDRESS OF PREPARER: _____

FEDERAL EMPLOYER ID NUMBER: _____

GEOGRAPHIC AREA TO BE SERVED:

COUNTY

SUBCONTRACTING AGENCY (If Applicable)

(Attach a copy of the agency's Vision and Mission Statement.)

EXPERIENCE OF AGENCY

INSTRUCTIONS:

In this section provide information about your agency as it relates to your capacity to provide employment opportunities for individuals with intellectual and developmental disabilities in the specified counties (examples: overview of the agency, knowledge and experience with the area, experience and knowledge of staff, types of services provided and number of individuals served, experience across disability categories, and capacity to provide support services for obtaining employment and job retention in the community).

Also, provide any additional information that you would like reviewers to have about your agency and its capacity to provide employment opportunities for individuals with intellectual and developmental disabilities. This may include any unique characteristics or special strengths that you think give you an “edge” in the provision of employment support. The efforts should reflect the State’s Employment First Initiative. The response should be limited to two pages.

PLAN OF OPERATION

INSTRUCTIONS:

In this section demonstrate how your agency will operate the program and provide employment opportunities.

1. Outreach Activities

- Describe the process the agency will implement to assure individuals with disabilities are aware and provided the opportunity for integrated employment at competitive wages.
- Describe the outreach activities the agency will carry out to increase awareness of how obtaining employment will affect benefits.
- Describe the steps the agency will take to become an Employment Network.
- Describe the agency's procedure to begin accepting Tickets from SSI/SSDI beneficiaries.

2. Program Operation

- Describe the agency's process of providing activities that foster experience, exposure and education that lead to employment.
- Give an overview of the agency's plan for assisting individuals with disabilities in obtaining and maintaining integrated employment in the community (examples: those in sheltered workshops, pay rate at minimum or competitive wage, Discovery, person-centered, job supports that will be implemented to ensure success).

3. Program Staff

- This should include paid or unpaid staff that assists with employment services (job developer, employment specialist, job coach, Director of Employment/Vocational Services, or other related titles).

Title	# of Hours Per Week	Paid By?

- Explain how the agency plans to implement and operate in the area in which you plan to provide services through incentive payments (EN, CWIC, employment certification).

LOCAL COUNCIL INVOLVEMENT

INSTRUCTIONS:

- Each successful grantee must include, as a part of its grant application, a method for assuring oversight of employment opportunities for people with disabilities. Employment must be integrated within the community and pay at least minimum wage.
- In this section provide information on how your agency will create and maintain an employment opportunities program. Describe how the agency will assure that the input is representative of the diversity of the service area (e.g., geography, disability, and ethnicity).

BUDGET AND FINANCIAL ACCOUNTABILITY

INSTRUCTIONS:

- What mechanisms will the agency put in place to assure that funds are not misused?

Note: the funding must be used in a manner that supports the placement of individuals in integrated employment which includes at least minimum wage. The narrative should be limited to one page.